

# Annual assessment procedures for SIS – students

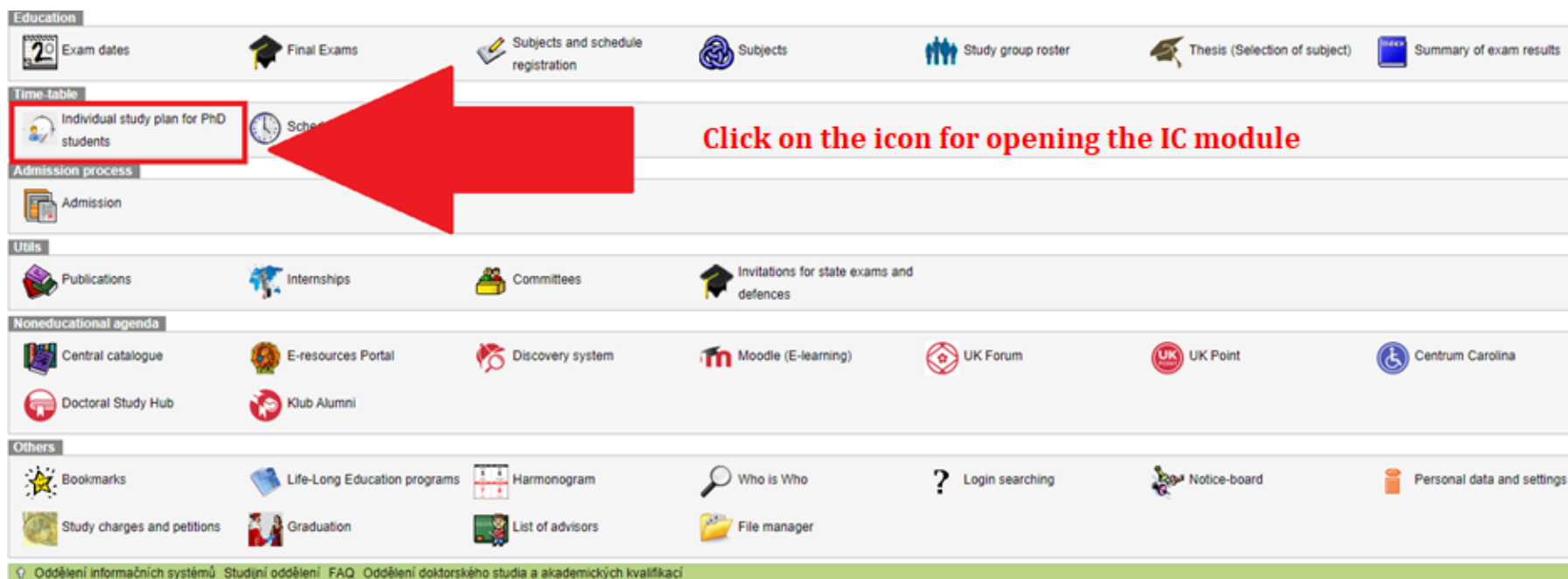
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## I. Creating the annual assessment

Log in to SIS at the address <http://www.is.cuni.cz/studium>. If you have more than one role in the settings, select from the drop-down menu **Current PhD studies**.

Step 1: Click on the module *Individual study plan for PhD students* (see figure).



The screenshot displays the SIS interface with a grid of icons organized into categories. A red box highlights the 'Individual study plan for PhD students' icon in the 'Time-table' section. A large red arrow points from this icon towards the right. A red text box with the instruction 'Click on the icon for opening the IC module' is positioned to the right of the arrow. The interface includes sections for Education, Time-table, Admission process, Utills, Noneducational agenda, and Others, each containing various service icons.

Step 2: Open your individual study plan (IC) / individual study plan (ISP).

Individual study plan for PhD students (version: 686) Monday 20th June 2022  
Study: [redacted] Faculty of Arts

09:05 Search Plan

Click on the blue file icon with the current curriculum status

Given and last name	State of the plan	Plan	Study status	Year of admission	Study branch	Supervisor	Advisor
[redacted]	approved ISP	21586	studying (14.09.2021)	2021	[redacted]	[redacted]	[redacted]

Oddělení informačních systémů Studijní oddělení FAQ Oddělení doktorského studia a akademických kvalitací

Step 3: In the lower part of the screen, you will find the button for the annual assessment:

State doctoral exam and defence of doctoral dissertation

Type	Code	Title, details	Ac. year	Commentary	Requirements fulfillment
thesis defence	AX0007305	Defence of the PhD Thesis	2024/2025		
Doctoral exam	ASDZK0001	State PhD Examination	2023/2024		Requirements for doing the duty not fulfilled, course not enrolled in.

Course of study

List of duties

Type	Code	Title, details	Ac. year	Semester	Commentary	Year of insertion
course	A00MDOS01	Doctoral Seminar	2021/2022	winter		2021/2022
course	A00MTMS01	Departmental Theoretical and Methodological Seminar I	2021/2022	winter		2021/2022
course	A00MDOS02	Doctoral Seminar II	2022/2023	winter		2021/2022
course	A00MDOS03	Doctoral Seminar III	2022/2023	both		2021/2022
course	A00MDIS06	Defence of PhD Thesis Propositions	2022/2023	both		2021/2022
course	A00MTMS02	Departmental Theoretical and Methodological Seminar II	2022/2023	winter		2021/2022
course	A00MOAK10	Another Publication or Research Activity I	2022/2023	both		2021/2022
course	A00MOAK09	Internship Abroad	2023/2024	both		2021/2022
course	A00MOAK11	Another Publication or Research Activity II	2023/2024	both		2021/2022
course	A00MDOS04	Doctoral Seminar IV	2024/2025	winter		2021/2022

assessment of fulfilling the ISP

On the lower part of the page, click on the button "assessment of fulfilling the IC"

Charles University | a href="" data-bbox="391 808 591 818">Faculty of Science

Step 4:

State doctoral exam and defence of doctoral dissertation

Course of study

List of duties

Type	Code	Title, details	Ac. year	Semester	Fulfilment according to student	Fulfilment according to SIS	Commentary	Year of insertion
course	AXKMDS01	Doctoral Seminar	2021/2022	winter		incomplete		2021/2022
course	AXKMTMS01	Departmental Theoretical and Methodological Seminar I	2021/2022	winter		incomplete		2021/2022
course	AXKMDS02	Doctoral Seminar II	2022/2023	winter		incomplete		2021/2022
course	AXKMDS03	Doctoral Seminar III	2022/2023	both		incomplete		2021/2022
course	AXKMDS06	Defence of PhD Thesis Propositions	2022/2023	both		incomplete		2021/2022
course	AXKMTMS02	Departmental Theoretical and Methodological Seminar II	2022/2023	winter		incomplete		2021/2022
course	AXKMOAK10	Another Publication or Research Activity I	2022/2023	both		incomplete		2021/2022
course	AXKMOAK09	Internship Abroad	2023/2024	both		incomplete		2021/2022
course	AXKMOAK11	Another Publication or Research Activity II	2023/2024	both		incomplete		2021/2022
course	AXKMDS04	Doctoral Seminar IV	2024/2025	winter		incomplete		2021/2022

Conclusion of assessment

\* no data found

Student: Create assessment of fulfilling the (SP 2021/2022)

Annual assessment procedure in SIS

Odělení informačních systémů | Studijní odělení | FAQ | Odělení doktorského studia a akademických kvalifikací

After opening the page, scroll down to the bottom and you will find the "Student" column. Select the "Create assessment of fulfilling the IC" option for the specified academic year in the drop-down menu. Click on the "Go" button, which creates the current assessment.

## II. Commenting on unfulfilled items

When the items of the individual study plan were scheduled to be fulfilled is displayed as well as whether they have already been fulfilled. The column *Fulfilment according to the student* is important especially when the duty has actually been fulfilled but this information has not yet been recorded by the instructor in exams.

State doctoral exam and defence of doctoral dissertation

Course of study

List of duties

Type	Code	Title details	Ac. year	Semester	Fulfillment according to student	Fulfillment according to SIS	Commentary	Year of insertion
course		Doctoral Seminar	2021/2022	both	incomplete	incomplete		2021/2022
course		Annotated Bibliography of PhD Thesis	2021/2022	both	complete	complete		2021/2022
course		International Peer-reviewed Publication	2021/2022	both	incomplete	incomplete		2021/2022
course		English Language	2021/2022	summer	complete	complete		2021/2022
course		Theoretical and Methodological Seminar	2021/2022	both	incomplete	incomplete		2021/2022
course		Doctoral Seminar II	2022/2023	both		incomplete		2021/2022
course		Defence of PhD Thesis Propositions	2022/2023	both		incomplete		2021/2022
course		Information Science	2022/2023	both		incomplete		2021/2022
course		Active Conference Participation	2022/2023	both	incomplete	incomplete		2021/2022
course		Theoretical and Methodological Seminar II	2022/2023	both		incomplete		2021/2022
course		Doctoral Seminar III	2023/2024	both		incomplete		2021/2022
course		Chapter of PhD Thesis	2023/2024	both		incomplete		2021/2022
course		Another Publication or Research Activity	2023/2024	both		incomplete		2021/2022
course		Doctoral Seminar IV	2024/2025	both		incomplete		2021/2022
course		Chapter of PhD Thesis II	2024/2025	both		incomplete		2021/2022
course		Small Defence of PhD Thesis	2024/2025	both		incomplete		2021/2022
course		Internship Abroad	2024/2025	both		incomplete		2021/2022

Add a new duty not listed in the study plan  course  publication  conference  internship  grant  academic teaching

Conclusion of assessment  
\* no data found

Student action:  
Go

[Annual assessment procedure in SIS](#)

**For items fulfilled according to SIS, no further activity is required**

**Unfulfilled items may be declared as fulfilled according to the student in the annual assessment by clicking on the icon "add a comment on the obligation" on the respective line of the obligation**

In this case, click on the “fulfilled” box, check the **academic year** of fulfilment, and **fill in the commentary** with information on when, according to the student, the duty was fulfilled (see figure)<sup>1</sup>:

<sup>1</sup> If a subject is entered in the ISP only with the **subject description** (i.e. it is missing a subject code, the subject does not exist as such; typically in the case of individual/professional study duties), the student must pair this duty with an already existing subject. If such a subject does not exist, the supervisor emails the respective officer at the PhD Studies Office with the name of the subject in Czech and English (or in the language of the subject). The officer at the PhD Studies Office creates the subject and adds it to the student’s exams. Then it will be possible to enter the result. In order for the specific duty in the ISP to appear as fulfilled according to SIS, the student must pair the duty (without a code) with the newly created subject (with a code).

Assessment of fulfilling the ISP status in academic year 2021/2022  
 Academic year: 2021/2022  
 Status: proposal  
 Responsibility: student  
 Previous responsibility: -  
 Change: -  
 Assessment of fulfilling the ISP proposal in PDF:

**Commentary for annual assessment to: AXREDOS01 - Doctoral Seminar [course]**

\* Duty:  ...  fulfilled  
 Course code: Doktorandský seminář [AXREDOS01]  
 \* Academic year: 2021/2022  
 Semester:  none  winter  summer  both  
 Commentary:  
 Max length 1300 characters, typed 0, 1300 remaining.

Save

**Coupling the duty**

Code	Code	Academic year	Date of examination	Fulfilled
<input checked="" type="radio"/>	AXREDOS01	Doktorandský seminář	2021/2022	incomplete
<input type="radio"/>	nepárovat			

Save

**⚠** In accordance with the provisions of the Study and Examination Regulations of Charles University, courses completed in previous study cannot be added to the ISP. These courses are not displayed in dialogue boxes for adding and pairing courses.

If for some items completed in the past the status is fulfilled according to SIS, but not fulfilled according to the student, you can make an overall adjustment using the action button at the bottom of the form (see figure):

List of duties

Type	Code	Title, details	Ac. year	Semester	Fulfillment according to student	Fulfillment according to SIS
course	AXKMDOS01	Doctoral Seminar	2021/2022	winter	complete	complete
course	AXKMTMS01	Departmental Theoretical and Methodological Seminar I	2021/2022	winter	complete	complete
course	AXKMDOS02	Doctoral Seminar II	2022/2023	winter		incomplete
course	AXKMDOS03	Doctoral Seminar III	2022/2023	both		incomplete
course	AXKMDIS06	Defence of PhD Thesis Propositions	2022/2023	both		incomplete
course	AXKMTMS02	Departmental Theoretical and Methodological Seminar II	2022/2023	winter		incomplete
course	AXKMOAK10	Another Publication or Research Activity I	2022/2023	both		incomplete
course	AXKMOAK09	Internship Abroad	2023/2024	both		incomplete
course	AXKMOAK11	Another Publication or Research Activity II	2023/2024	both		incomplete
course	AXKMDOS04	Doctoral Seminar IV	2024/2025	winter		incomplete

Add a new duty not listed in the study plan  course  publication  conference  internship  grant  academic teaching

Conclusion of assessment

\* no data found

Student action:

--- Go

mark the duty as fulfilled according to student if it is fulfilled according to SIS

\* Comment progress of ISP and progress of PhD thesis

Comment: course

There is no need to comment on duties that are to be fulfilled in the future. **For duties that should have been fulfilled this year or in the past, you must explain in the commentary what obstacles prevented you from fulfilling the duty and change the year of fulfilment of the duty to the future, i.e. 2024/2025** (see Fig. A for filling in and Fig. B for deletion). This commentary is a request to postpone fulfilment of the duty until a future academic year. Hence, you do not need to submit a traditional request form.

Fig. A

Assessment of fulfilling the ISP status in academic year 2021/2022

Academic year: 2021/2022  
Status: proposal  
Responsibility: student  
Previous responsibility: -  
Change: -  
Assessment of fulfilling the ISP proposal in PDF:

**Commentary for annual assessment to: AXREDOS01 - Doctoral Seminar [course]**

\* Duty:  -  fulfilled  
Course code: Doktorandský seminář [AXREDOS01]  
\* Academic year: 2021/2022  
Semester: 2021/2022 inter  summer  both  
Commentary: 2022/2023

Max length 1300 characters, typed 0, 1300 remaining.

Fig. B

List of duties


Type	Code	Title, details	Ac. year	Semester	Fulfillment according to student	Fulfillment according to SIS
course	AXIVDOS01	Doctoral Seminar	2021/2022	both	incomplete	incomplete
course	AXIVDIS03	Annotated Bibliography of PhD Thesis	2021/2022	both	complete	complete
course	AXIVOAK09	International Peer-reviewed Publication	2021/2022	both	incomplete	incomplete
course	AXJAZ0001	English Language	2021/2022	summer	complete	complete
course	AXIVTMS02	Theoretical and Methodological Seminar	2021/2022	both	incomplete	incomplete
course	AXIVDOS02	Doctoral Seminar II	2022/2023	both		incomplete
course	DIS06	Defence of PhD Thesis Propositions	2022/2023	both		incomplete
course		science	2022/2023	both		incomplete
course		ence Participation	2022/2023	both	incomplete	incomplete
course		nd Methodological Seminar II	2022/2023	both		incomplete
course	DOS03	Doctoral Seminar III	2023/2024	both		incomplete
course	AXIVDIS04	Chapter of PhD Thesis	2023/2024	both		incomplete

The commentary for obligations may be deleted by clicking on the icon for deleting the specific line



You can use a new function to add any file to the dissertation or to a specific duty in the duty overview.



### A. Adding a file to your dissertation

Dissertation and progress on the dissertation		
Type	Title, details	
 doctoral dissertation	<input type="checkbox"/> Language of the PhD thesis: Czech	



We add the file using the pencil icon, and you may edit the field in the next step.

#### Upload new file

\* Attachment:   

\* File description:

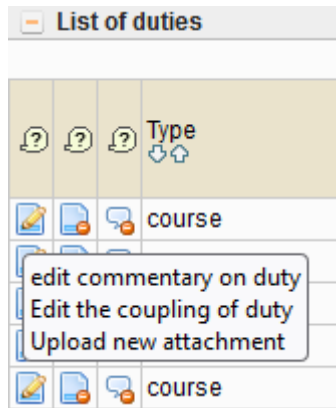
Max length 500 characters, typed 0, 500 remaining.

If an attachment is added, you must complete the File description of the attachment.

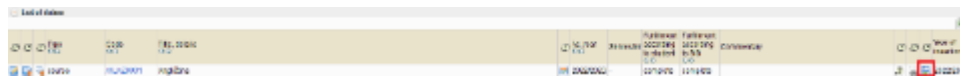
Using the magnifying glass, you can search for the file you want to add and confirm this with the Save button.

If you want to remove the file, you can delete it with the X button and confirm this with the Save button.

### B. Adding a file to a specific duty

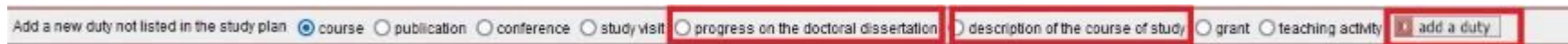


We can edit a duty using the pencil icon – edit the commentary, edit the pairing of the duty, and upload a new attachment.



### III. Progress on the doctoral dissertation and description of the course of study

Starting with the academic year 2024/2025, all students have a new obligation when updating their ISP. It is compulsory to add the "progression on the doctoral dissertation and description of the course of study. Please follow the instructions below to add and fill out these two tasks.



## IV. Professional activities

*Professional activities* are specific types of duties that are recorded in your ISP as follows: **in older curricula** using duties with the general name *Professional activities I, II*, etc. (see point 1) and also using the virtual duty *Overall fulfilment of professional activities* (see point 2); **in newer curricula** by means of professional duties of a specific type (e.g. Professional publication, Internship abroad).

In both of the above-mentioned cases, it is advisable **to document fulfilment of professional activities by adding (a) specific records of publications and conferences that can be imported from the OBD bibliographic information system** (thanks to this, you will have them listed on the supplement to your diploma after the end of your studies); **(b) records of grants from the Grants and Projects application; (c) information about internships entered in SIS in the module *Evidence of Internships* and pedagogical activity recorded in SIS.**

In order to import information about publications and conference papers from OBD, you must first create the relevant records in OBD and process them so that they are "saved", i.e. not just in progress. The transfer of records from OBD to SIS takes place twice a day, so you should count on a delay. If you have questions regarding work with OBD, please contact the faculty administrator of this database, Iva Kalendovská – [iva.kalendovska@ff.cuni.cz](mailto:iva.kalendovska@ff.cuni.cz). For more information on OBD, see <https://www.ff.cuni.cz/knihovna/bibliografie/obd/>.

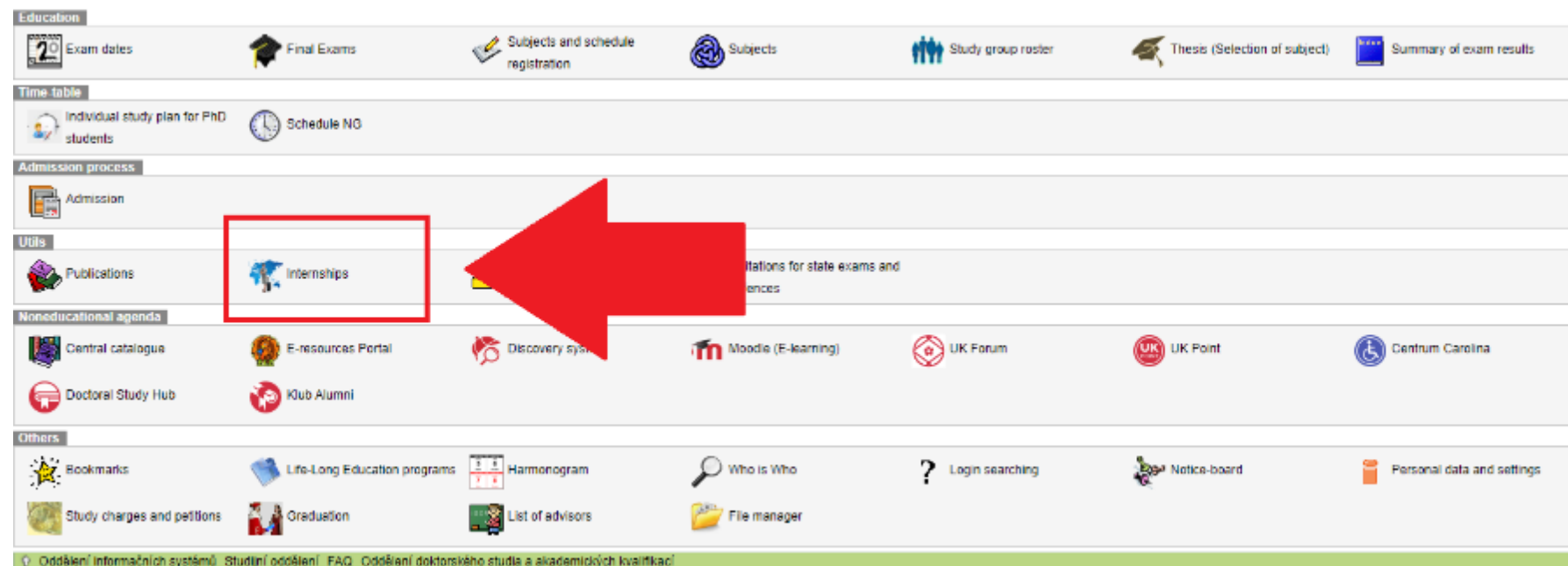
1. In the case of the duty *Professional activities I, II*, etc. or more specific professional activities, your task is to *edit the commentary on the duty* by clicking on the icon on the left and to indicate whether the duty is unfulfilled or fulfilled in your opinion. If it is not fulfilled, provide the reasons for not fulfilling it in the commentary. If it is fulfilled, state in the commentary **how it was fulfilled**, either by referring to the publication/conference/internship/grant according to point (2) or by describing other types of activities (e.g. organization of a conference).

2. You are required to carry out professional activities only until you fulfil the minimum requirement established for these activities for your area of study for your entire studies (you can find a detailed description of this requirement in the study plan for your area of study published on the page [plany.ff.cuni.cz](http://plany.ff.cuni.cz) and also in the ISP in the section *Duties specific to the area of study*). If you believe that you have already fulfilled the overall requirement professional activities, then mark the duty *Overall fulfilment of professional activities* as “fulfilled according to the student”. Based on this, the subject-area board then assesses whether it really believes that the professional activities have been fulfilled overall, and if so, the chair of the SAB marks the subject *Overall fulfilment of professional activities* as fulfilled. Please

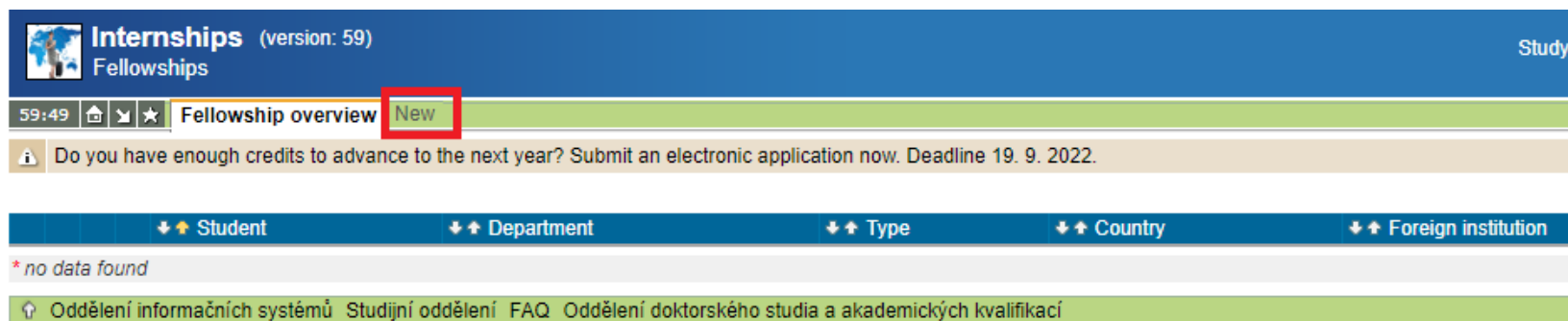
note that *Overall fulfilment of professional activities* appears in the ISP as a purely virtual item that does not present any additional duty; it is only a technical means to make it clear to the subject-area board and the PhD Studies Office that, by fulfilling the duties of *Professional Activities I, II*, etc. from previous years, you have already attained the minimum overall requirement for these activities, and thus no longer need to fulfil them. Newer curricula usually do not contain this virtual subject.

**Grants** are offered from the register of projects (internal grants, GAUK, GAČR, PRVOUK, PROGRESS, etc.), which is managed by the Grant Office.

**Internships** are entered in the module *Internships*.

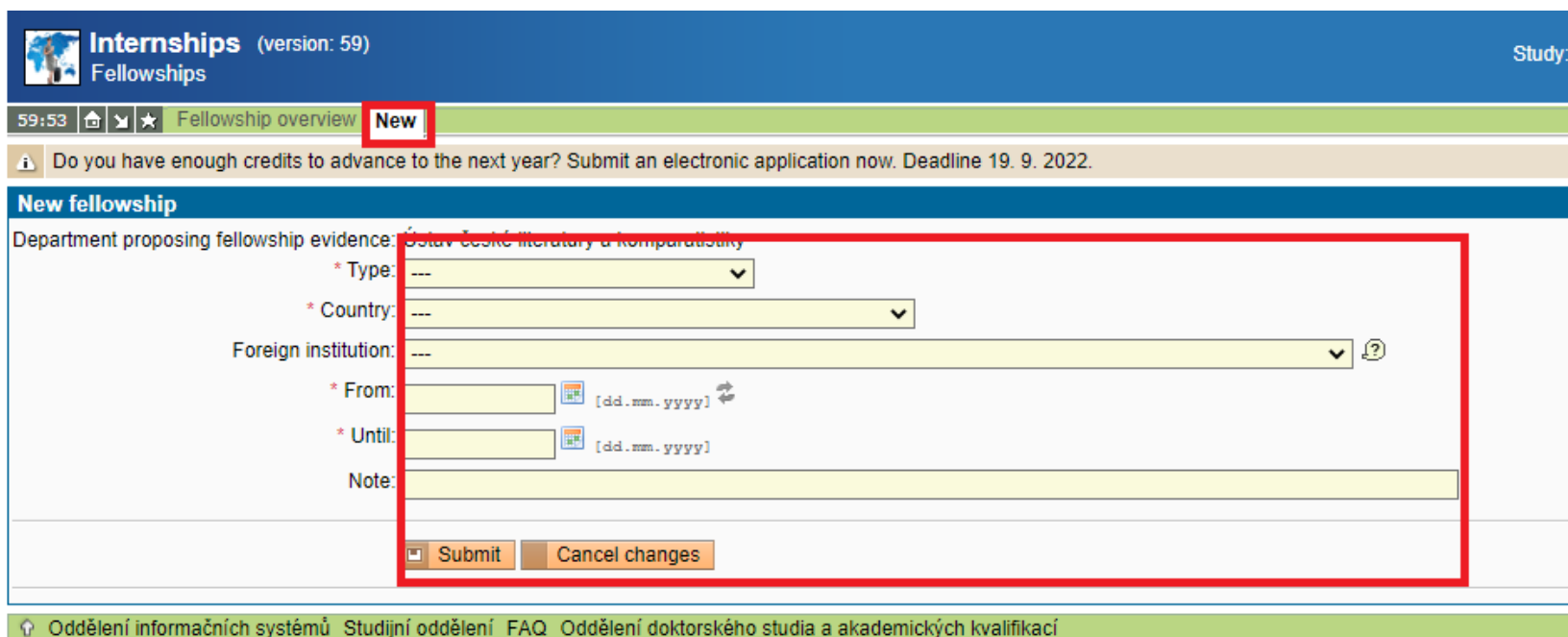


Enter a new internship by clicking on “New”.



The screenshot shows the top navigation bar with the logo and 'Internships (version: 59) Fellowships'. Below it is a breadcrumb trail: 'Fellowship overview' and 'New' (highlighted with a red box). A warning message states: 'Do you have enough credits to advance to the next year? Submit an electronic application now. Deadline 19. 9. 2022.' Below the navigation is a filter bar with dropdowns for 'Student', 'Department', 'Type', 'Country', and 'Foreign institution'. A message '\* no data found' is displayed. At the bottom, there is a footer with links: 'Oddělení informačních systémů', 'Studijní oddělení', 'FAQ', and 'Oddělení doktorského studia a akademických kvalifikací'.

When entering a new internship, the institute that guarantees the area of study is pre-selected. Subsequently, the method of financing (usually another form of internship), the country (or university abroad), and the date of the internship must be selected.



The screenshot shows the 'New fellowship' form. The form is titled 'New fellowship' and is pre-filled with 'Ústav české literatury a komparatistiky' for the department. The form fields are highlighted with a red box. The fields are: '\* Type:' (dropdown), '\* Country:' (dropdown), 'Foreign institution:' (dropdown with a help icon), '\* From:' (date field with a calendar icon and '[dd. mm. yyyy]' format), '\* Until:' (date field with a calendar icon and '[dd. mm. yyyy]' format), and 'Note:' (text area). At the bottom of the form are two buttons: 'Submit' and 'Cancel changes'. The footer is the same as in the previous screenshot.

The following may be added as **pedagogical activity**:

- a) Teaching of a course for which you are listed in SIS as the instructor,
- b) Supervising or reviewing a thesis

Duties such as **publications** and **conferences** should be added after you complete the detailed information in the OBD bibliographic system. Data on saved records (i.e. not in progress) are transferred to SIS from OBD twice a day, so you must count on a certain delay. Duties such as **publications, conferences, grants, and internships** can be added by selecting a specific entry from the list of available items when editing a new duty. You no longer need to fill in the name and description. Adding, for example, the duty *publication* then takes place as follows:

Step 1 – Mark that you would like to add a publication and click on the button “add a duty”.

The screenshot shows a web interface for managing duties. At the top, there is a section titled "List of duties" containing a table with columns for Type, Code, Title, details, Ac. year, Semester, Fulfillment according to student, and Fulfillment according to SIS. Below the table is a form for adding a new duty, with radio buttons for "course", "publication", "conference", "internship", "grant", and "academic teaching". The "publication" radio button is selected. To the right of these options is a button labeled "add a duty". Two red arrows point to the "publication" radio button and the "add a duty" button. Below the form, there is a section for "Conclusion of assessment" and a "Student action:" dropdown menu.

Type	Code	Title, details	Ac. year	Semester	Fulfillment according to student	Fulfillment according to SIS
course	AXIVDOS01	Doctoral Seminar	2021/2022	both	incomplete	incomplete
course	AXIVDIS03	Annotated Bibliography of PhD Thesis	2021/2022	both	complete	complete
course	AXIVOAK09	International Peer-reviewed Publication	2021/2022	both	incomplete	incomplete
course	AXJAZ0901	English Language	2021/2022	summer	complete	complete
course	AXIVTMS02	Theoretical and Methodological Seminar	2021/2022	both	incomplete	incomplete
course	AXIVDOS02	Doctoral Seminar II	2022/2023	both		incomplete
course	AXIVDIS06	Defence of PhD Thesis Propositions	2022/2023	both		incomplete
course	AXIVSPE01	Information Science	2022/2023	both		incomplete
course	AXIVOAK11	Active Conference Participation	2022/2023	both	incomplete	incomplete
course	AXIVTMS03	Theoretical and Methodological Seminar III	2022/2023	both		incomplete
course	AXIVDOS03	Doctoral Seminar III	2023/2024	both		incomplete
course	AXIVDIS04	Chapter of PhD Thesis	2023/2024	both		incomplete
course	AXIVOAK12	Another Publication or Research Activity	2023/2024	both		incomplete
course	AXIVDOS04	Doctoral Seminar IV	2024/2025	both		incomplete
course	AXIVDIS05	Chapter of PhD Thesis II	2024/2025	both		incomplete
course	AXIVDIS07	Small Defence of PhD Thesis	2024/2025	both		incomplete
course	AXIVOAK10	Internship Abroad	2024/2025	both		incomplete

Add a new duty not listed in the study plan  course  publication  conference  internship  grant  academic teaching

Conclusion of assessment  
\*no data found

Student action:  
--- Go

Step 2 – The following table for editing duties will open. If you have a publication for pairing, it will appear below the table:

**Edit the duty**

\* Publication title:

Refinement of duty:

Max length 2500 characters, typed 0, 2500 remaining.

\* Academic year:

Semester:  none  winter  summer  both

**Coupling the duty**

Type of publication	Title
<input type="radio"/> chapter in an information publication	kapitola v monografii 80-7007-455-8.
<input type="radio"/> original article	článek
<input checked="" type="radio"/> nepárovat	

Step 3 – If you see a publication for pairing, click on the selected publication and it will open the option to pair it. Also enter the academic year in which you want to add the publication. Leave Semester as “none”. Then save the change:

**Edit the duty**

Academic year: ---  
 Semester: --- winter  summer  both  
 Coupling the duty: 2022/2023

Type of publication	Title
<input checked="" type="radio"/> chapter in an information publication	kapitola v monografii 80-7007-455-8.
<input type="radio"/> original article	článek
<input type="radio"/> nepárovat	

The added duty is then displayed in the overview of duties:

List of duties

Type	Code	Title, details	Ac. year	Semester	Fulfillment according to student	Fulfillment according to SIS
course	AXIVDO501	Doctoral Seminar	2021/2022	both	incomplete	incomplete
course	AXIVDI503	Annotated Bibliography of PhD Thesis	2021/2022	both	complete	complete
course	AXIVOAK09	International Peer-reviewed Publication	2021/2022	both	incomplete	incomplete
course	AXJAZ0001	English Language	2021/2022	summer	complete	complete
course	AXIVTM502	Theoretical and Methodological Seminar	2021/2022	both	incomplete	incomplete
course	AXIVDO502	Doctoral Seminar II	2022/2023	both		incomplete
course	AXIVDI506	Defence of PhD Thesis Propositions	2022/2023	both		incomplete
course	AXIVSPE91	Information Science	2022/2023	both		incomplete
course	AXIVOAK11	Active Conference Participation	2022/2023	both	incomplete	incomplete
course	AXIVTM503	Theoretical and Methodological Seminar II	2022/2023	both		incomplete
course	AXIVDO503	Doctoral Seminar III	2023/2024	both		incomplete
course	AXIVDI504	Chapter of PhD Thesis	2023/2024	both		incomplete
course	AXIVOAK12	Another Publication or Research Activity	2023/2024	both		incomplete
course	AXIVDO504	Doctoral Seminar IV	2024/2025	both		incomplete
course	AXIVDI505	Chapter of PhD Thesis II	2024/2025	both		incomplete
course	AXIVDI507	Small Defence of PhD Thesis	2024/2025	both		incomplete
course	AXIVOAK10	Internship Abroad	2024/2025	both		incomplete
publication		chapter in an information publication kapitola v monografii	2021/2022			complete

**The publication is displayed here**



Records already linked to duties are marked with an x in the event that additional pairing is attempted:

**Edit the duty**

\* Publication title:

Refinement of duty:

Max length 2500 characters, typed 0, 2500 remaining.

\* Academic year:

Semester:  none  winter  summer  both

**Coupling the duty**


Type of publication	Title
<input type="radio"/> original article	článek
<input checked="" type="radio"/> chapter in an information publication	kapitola v monografii 80-7007-455-8.
<input checked="" type="radio"/> nepárovat	

For better orientation, the ISP module in SIS displays messages which alert you if you have available items for pairing duties, such as a conference, publication, grant, and internship.

 Máte minimálně jednu položku typu grant, která se přenesla z GaP a zatím není napárována na povinnost v individuálním studijním plánu.

 Máte minimálně jednu položku typu publikace, která se přenesla z OBD a zatím není napárována na povinnost v individuálním studijním plánu.

## V. Requesting changes to the ISP

If, after agreement with your supervisor, you would like to request a change to your ISP by replacing one duty with another, click on the icon on the left of the duty  *Request to remove a duty from the study plan* and then explain in the request text why you want to remove the duty and what duty you would like to replace it with.

**Reason for removal of duty**

\* Text of request:

Max length 500 characters, typed 0, 500 remaining.

[↑](#) [↓](#) [Oddělení informačních systémů](#) [Studijní oddělení](#) [FAQ](#) [Oddělení doktorského studia a akademických kvalifikací](#)

The subject-area board will then discuss your request at its meeting, and if it approves the request, the duty will be deleted from the study plan. If one duty is to be replaced by another (e.g. a change in language), add a new subject using the menu *Add a new duty not listed in the study plan*:

## Step 1:

- List of duties

ID	Type	Code	Title details	Ac. year	Semester	Fulfillment according to student	Fulfillment according to SIS
	course	AXIVDO801	Doctoral Seminar	2021/2022	both	incomplete	incomplete
	course	AXIVDIS03	Annotated Bibliography of PhD Thesis	2021/2022	both	complete	complete
	course	AXIVDAK09	International Peer-reviewed Publication	2021/2022	both	incomplete	incomplete
	course	AXJAZ0001	English Language	2021/2022	summer	complete	complete
	course	AXIVTM802	Theoretical and Methodological Seminar	2021/2022	both	incomplete	incomplete
	course	AXIVDOS02	Doctoral Seminar II	2022/2023	both		incomplete
	course	AXIVDIS06	Defence of PhD Thesis Propositions	2022/2023	both		incomplete
	course	AXIVSPE01	Information Science	2022/2023	both		incomplete
	course	AXIVDAK11	Active Conference Participation	2022/2023	both	incomplete	incomplete
	course	AXIVTM803	Theoretical and Methodological Seminar II	2022/2023	both		incomplete
	course	AXIVDO803	Doctoral Seminar III	2023/2024	both		incomplete
	course	AXIVDIS04	Chapter of PhD Thesis	2023/2024	both		incomplete
	course	AXIVDAK12	Another Publication or Research Activity	2023/2024	both		incomplete
	course	AXIVDOS04	Doctoral Seminar IV	2024/2025	both		incomplete
	course	AXIVDIS05	Chapter of PhD Thesis II	2024/2025	both		incomplete
	course	AXIVDIS07	Small Defence of PhD Thesis	2024/2025	both		incomplete
	course	AXIVDAK10	Internship Abroad				incomplete

Add a new duty not listed in the study plan:  course  publication  conference  internship  grant  academic teaching

Conclusion of assessment  
\*no data found

Student action:  
Go

## Step 2 – Click on the magnifying glass icon:

**Edit the duty**

⚠ In accordance with the provisions of the Study and Examination Regulations of Charles University, courses completed in previous study cannot be added to the ISP. These courses are not displayed in dialogue boxes for adding and pairing courses.

\* Course code:

\* Academic year:

Semester:  none  winter  summer  both

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Step 3 – By doing this, a table with a code list will appear, where you fill in the faculty and workplace. Click on Search and a list of possible subjects will appear, and then you can select the required duty by clicking on the green arrow:

Searching:Course code

Faculty: Faculty of Arts

Department: Language Centre - Italian (21-JCI)

Name:

Code:

Search

Code	Name	Department	Faculty
ASZIJ1000	Foreign Language - Italian for FA Programmes - Exam B2	21-JCI	FF
ASZIJ2000	Foreign Language - Italian for FA Programmes - Exam Academic Reading	21-JCI	FF
ASZIJ3001	Italian A1. Blended Learning	21-JCI	FF
ASZIJ3002	Italian A2. Blended Learning	21-JCI	FF
ASZIJ4000	Italian. Language Course - University Study Stay Abroad	21-JCI	FF
AXJAZ0003	Italian Language	21-JCI	FF

Results 1-6 of 6

Step 4: Return to the original table and add the correct academic year and semester where you want to add the subject and then save it:

**Edit the duty**

**⚠** In accordance with the provisions of the Study and Examination Regulations of Charles University, courses completed in previous study cannot be added to the ISP. These courses are not displayed in dialogue boxes for adding and pairing courses.

\* Course code: AXJAZ0003 Italština


















\* Academic year: 2021/2022

Semester:  none  winter  summer  both

Save Return without saving changes

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The duty is added to the list of duties. You can remove it again by clicking on the remove icon:

			course	AXJAZ0001	English Language		2021/2022	summer
			course	AXIVTMS02	Theoretical and Methodological Sem		2021/2022	both
			course	AXJAZ0003	Italian Language		2021/2022	winter
			course	AXIVDOS02	Doctoral Seminar II		2022/2023	both
			course	AXIVDIS06	Defence of PhD Thesis Propositions		2022/2023	both

## VI. Entering the summary commentary and submitting the assessment

A required duty is to enter a summary commentary for the annual assessment and the dissertation process using the drop-down menu and the action button at the bottom of the page:

Step 1:

Add a new duty not listed in the study plan  course  publication  conference  internship  grant  academic teaching

**Conclusion of assessment**

*\* no data found*

**Student action:**

---

mark the duty as fulfilled according to student if it is fulfilled according to SIS

**\* Comment progress of ISP and progress of PhD thesis**

Comment: course

ského studia a akademických kvalifikací

Step 2:

**Insert conclusion of assessment**

Study status	Study status since	Study status untill
studuje	05.10.2021	30.09.2022

\* Text of assessment:

Max length 2500 characters, typed 0, 2500 remaining.

**We strongly recommend that you comment on the process of preparing the dissertation in as much detail as possible – this commentary can serve as a basis for the supervisor and the subject-area board to propose an extraordinary scholarship. In addition, if your supervisor and the subject-area board decide that your fulfilment of your ISP is insufficient, they may propose a reduction in your PhD scholarship for an assessment grade of “B” or an extraordinary assessment in March.**

After entering all commentaries, you must forward the assessment to your supervisor, also using the drop-down menu and the action button:

[-] Conclusion of assessment

Type	Assessed	Who	When	Text of assessment
conclusion of assessment	student		29.06.2022	Usilovně pracuji na své disertaci dnem i nocí.

▶ Student action:

--- Go

mark the duty as fulfilled according to student if it is fulfilled according to SIS

**forward the assessment of fulfilling the ISP to supervisor**

Comment: course

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If there are any unfulfilled duties in the ISP that should have been fulfilled, you will be asked to supplement the commentary and to move them to an academic year in the future:

Commentary for annual assessment to: AXKMDOS01 - Doctoral Seminar [course]

\* Duty:  ---  fulfilled

Course code: Doktorandský seminář [AXKMDOS01]

\* Academic year: 2021/2022

Semester: 2021/2022  winter  summer  both

Commentary: 2022/2023



Max length 1300 characters, typed 0, 1300 remaining.

Save



**After forwarding the assessment to your supervisor, you will no longer be able to access the assessment. However, if needed, your supervisor can return the assessment to you for corrections or supplementation.**

The initial page of the ISP module will display the assessment process and the results.

Given and last name ↓ ↑	State of the plan ↓ ↑	Plan ↓ ↑	Study status ↓ ↑	Year of admission ↓ ↑
	  proposed assessment of fulfilling the ISP - 2021/2022 (-/-) student ⇒ supervisor		studying (05.10.2021)	2021

[↑](#) [Oddělení informačních systémů](#) [Studijní oddělení](#) [FAQ](#) [Oddělení doktorského studia a akademických kvalifikací](#)

## Checklist for the annual assessment

1. I created the annual assessment for the 2023/2024 academic year between 1 Sep. and 30 Sep. 2024.
2. I commented on any unfulfilled items.
3. I added all relevant professional activities.
4. I requested any changes to my IC.
5. I added the summary commentary for fulfilling the ISP and for progress made on my dissertation.
6. I forwarded the assessment to my supervisor by 30 Sep. 2024.

## What to do if ...

If you are not sure what to do with certain duties, select the relevant situation:		
Fulfilled according to SIS	Fulfilled according to the student	No action is needed.
Not fulfilled according to SIS	Fulfilled according to the student	In the commentary for duties, provide details, e.g. the results of fulfilling the duties have not yet been recorded in SIS.
Not fulfilled according to SIS	Not fulfilled according to the student	If the duty is planned for a future academic year, no action is needed.  If the duty should have already been fulfilled, provide in the commentary the reasons for not fulfilling the duty and then move the fulfilment year to the future.
Fulfilled according to SIS	Not fulfilled according to the student	These items can be corrected by selecting the action <i>Mark duty as fulfilled according to the student if it is fulfilled according to SIS</i> and click on the <i>Go</i> button (in the lower part of the form)